

Planning Application Processing Fees

In addition to the fees identified below, there may be additional fees charged by other City Departments or agencies, such as Engineering Review Fees, Inspection Fees, Clearance Fees, and Agreement Preparation and Registration Fees and Disbursements.

Applicants are advised that The Corporation of the City of Pickering may be required to collect fees charged by other agencies as part of the application review process.

Description	Fee Payable
Telecommunications Tower Approval	\$10,200.00

Description	Fee Payable
Committee of Adjustment	
Minor Variance	
Application to recognize an "As built condition"	Double the regular fee
Accessory buildings, structures, decks, platforms and driveway widening	\$1,000.00
Residential Minor a lot for a detached dwelling unit, semi-detached dwelling unit and/or freehold townhouse dwelling unit	2,500.00 – Single Variance 3,000.00 – Multiple Variances
Residential Major all other residential and mixed use buildings	4,000.00 – Single Variance 4,500.00 – Multiple Variances
Institutional, Commercial & Industrial	4,500.00 – Single Variance 5,000.00 – Multiple Variances
Tabling Fee & Recirculation (applicant initiated)	820.00
Special Meeting	5,175.00
Land Division (Consent)	
Application for Severance (creation of new lots)	12,000.00
Plus fee per additional lot created beyond the first new lot	1,000.00
Application for Title Validation, Long Term Lease, Easement, and Lot Line Adjustment	6,000.00
Stamping Fee	1,180.00
Restamping Fee	300.00

Description	Fee Payable
Cash-in-Lieu Parkland Conveyance	
- for the creation of up to 3 additional lots - for the creation of more than 3 additional lots	\$8,080.00 per lot See Parkland By-law
Council authorization to proceed by land division instead of draft plan of subdivision 1	12,000.00

Description	Fee Payable
Pre-Consultation	
- Simple 2 - Site Plans - All other applications	\$370.00 1,540.00 3,700.00

Description	Fee Payable
Zoning By-law Amendment – Application (including Temporary Use By-laws and Section 37 Bonus Zoning By-laws)	
Zoning By-law Amendment – Major 3	\$22,700.00
- Plus Fee per Residential Unit - First 25 units (1-25) - Next 75 units (26-100) - Next 100 units (101-200) - All additional units (201 to 400) 17 - Plus Fee per hectare of Non-Residential of Land Area (or part thereof) 4, 18 - Plus Fee per hectare of Development Block Land Area (or part thereof) 5	550.00 410.00 340.00 145.00 1,540.00 715.00
Zoning By-law Amendment – Minor 6	14,420.00
Zoning By-law Recirculation 7	2,180.00
Additional fee if within Oak Ridges Moraine or Greenbelt	2,805.00
Zoning By-law Removal of Holding Zone	10,000.00
Zoning By-law Removal of Holding Zone Complex/Block Plan required	25,000.00
Zoning By-law Extension of Temporary Use By-law	22,700.00

Description	Fee Payable
Combined Application Fees where two or more applications for Official Plan Amendment (Major or Minor), Zoning By-law Amendment (Major), Draft Plan of Subdivision and Draft Plan of Condominiums are submitted concurrently	20% reduction to the total combined fee will apply

Description	Fee Payable
Pickering Official Plan Amendment – Application	
Pickering Official Plan Amendment – Major 10 may include an amendment to Envision Durham (former Regional Official Plan)	\$95,000.00
Pickering Official Plan Amendment – Minor 11	55,000.00
Recirculation of Pickering Official Plan Amendment 7	2,180.00
Additional fee if within Oak Ridges Moraine or Greenbelt	2,805.00

Description	Fee Payable
Draft Plan of Subdivision – Application	
Draft Plan of Subdivision - Plus Fee per Residential Unit - First 25 units (1-25) 1,150.00 - Next 75 units (26-100) 925.00 - Next 100 units (101-200) 730.00 - All additional units (201 to 400) 17 470.00 - Plus Fee per hectare of Non-Residential Land Area (or part thereof) 4, 18 365.00 - Plus Fee per hectare of Development Block Land Area (of part thereof) 5 230.00	\$78,315.00
Draft Plan of Subdivision Recirculation 7	2,180.00
Additional fee if within Oak Ridges Moraine or Greenbelt	2,805.00
Applicant-Initiated Major Revisions (prior to Draft Plan Approval)	24,340.00

Description	Fee Payable
Revisions to Draft Approved Plan – Application (Red Line Revisions)	
Revisions to Draft Approved Plan (Red Lined Revisions)	\$30,055.00
- Plus Fee per Additional Residential Units - First 25 units (1-25) - Next 75 units (26-100) - Next 100 units (101-200) - All additional units (201 to 400) 17 - Plus Fee per additional Non-Residential Hectare (or part thereof) of Land Area - Plus Fee per additional Development Block Hectare (or part thereof) of Land Area	1,150.00 925.00 730.00 470.00 365.00 230.00
Revision to Draft Approved Plan Recirculation 7	2,180.00

Description	Fee Payable
Extension of Draft Approved Plan	\$3,085.00
Release of Draft Plan of Subdivision/Clearance Fee	5,000.00

Description	Fee Payable
Draft Plan of Condominium – Application	
Draft Plan of Condominium	\$44,000.00
Common Element Condominium	50,000.00
Plan of Condominium Recirculation 7	2,180.00
Condominium Conversion	50,000.00
Revisions to a Draft Approved Plan (Red Line Revisions)	15,000.00

Description	Fee Payable
Release of Draft Plan of Condominium/Clearance Fee	\$5,000.00

Description	Fee Payable
Site Plan – Application 12 (fees does not include registration costs and/or disbursements)	
Site Plan (Residential, Non-Residential, Mixed-Use)	\$20,000.00
- Plus Fee per Residential Unit - First 25 units (1-25) - Next 75 units (26-100) - Next 100 units (101-200) - All additional units (201 to 400) 17 - Plus Fee per 2,000 m² of Non-Residential Gross Floor Area	750.00 650.00 500.00 160.00 7,300.00
Site Plan Recirculation 7	2,180.00
Minor Revision of approved Site Plan 13	5,000.00
Major Revision of approved Site Plans	Application base fee plus additional units and additional non-residential Gross Floor Area
Credit for Pre-submission Review	Equal to the amount of the Pre-submission Review fee previously paid
Compliance Inspections/LC Release Report (includes 2 inspections)	1,060.00
Additional Compliance Inspections	480.00

Description	Fee Payable
Neighbourhood Development Guideline Amendment 1	\$20,000.00

Other Processing Fees

Description	Fee Payable
Request for Zoning Information	150.00
Preliminary Zoning Review	
Residential (single, semi, townhouse, accessory structure) initial review plus 1 revision	170.00
Accessory buildings, structures, decks, platforms and driveway widening; initial review plus 1 revision	80.00
Development (within infill precincts, ORM, or requiring MDS calculation) initial review plus 1 revision	630.00
Mixed-use/Multi Residential/Non-Residential (industrial commercial, institutional) initial review plus 1 revision	1,440.00
All Fee Types (after two reviews already provided)	50% of the fee type
Peer Reviews	Full recovery of the City cost plus 15% administrative fee + HST
Minor Revision to Approved Condo Site Plan (by unit owner, i.e., decks, sheds, fences)	130.00
File Reactivation 14	5,700.00
Opinion Letter for Complex Inquiries	5,000.00
Add Street Name to Approved List	5,000.00 + HST
Request to Change Municipal Address	5,000.00 + HST
Request for Exception to Council Adopted Policies on Municipal Addressing and Street Naming	10,000.00
Any other matter requiring a Report to Committee or Council	10,000.00

Refund Fees

Description	Fee Payable
When an application¹⁵ is withdrawn:	
• Before it has been circulated	90% of original fee ¹⁶
• Before an Open House Meeting or a Statutory Public Meeting has been held; or • After the first submission comments have been provided to the applicant, but before a second submission has been submitted.	50% of original fee ¹⁶
• After an Open House Meeting or a Statutory Public Meeting has been held; or • After the second submission have been received.	No refund
When a Minor Variance or Land Division (Consent) is withdrawn:	
• Before public notice is mailed	90% of original fee ¹⁶
• After public notice is mailed	No refund
When a Pre-consultation is withdrawn:	
• Before a Pre-consultation is held	50% of original fee ¹⁶
• After a Pre-consultation has been held	No refund

Please check with the Ministry of Municipal Affairs and Housing for information on their application fees. Just as other agencies collect fees to review applications submitted to the City of Pickering, the City collects review fees for applications submitted to the Ministry of Municipal Affairs and Housing. The fees are listed below.

Applications from the Ministry of Municipal Affairs and Housing

Description	Fee Payable
Minister's Zoning Order Amendment – Major 8	\$18,000.00
Minister's Zoning Order Amendment – Minor 9	5,800.00

Reports/Documents/Special Studies

Description	Fee Payable
Pickering Official Plan	\$225.00 + HST
Pickering Official Plan Compendium	50.00 + HST
Guidelines and Special Studies 30 pages or less - Greater than 30 pages	0.50 per page + HST \$50.00 + HST

Zoning By-laws

Description	Fee Payable
8149/24 – Full Set (4 volumes)	1,330.00 + HST
8149/24 – Volume 1	150.00 + HST
8149/24 – Volume 2, Schedules	100.00 + HST
8149/24 – Volume 3, Exceptions	600.00 + HST
8149/24 – Volume 4, Exceptions	500.00 + HST
3036 – Full Set	110.00 + HST
3036 – Per Volume	15.00 + HST
3037	50.00 + HST
2511	50.00 + HST
2520	50.00 + HST
7364/14 (Seaton)	50.00 + HST
7553/17 (City Centre)	50.00 + HST
Zoning By-laws Digital (each)	15.00 + HST

Information Booklet

Description	Fee Payable
20 Year Household & Population Projections	\$30.00 + HST

Maps/Copies/Standards

Description	Fee Payable
Microfiche Prints	Price Varies + HST Ask for details
Special Requests such as mapping, mailing labels, data queries	71.00/hour + HST

Building Permit Application Fees – Part A ([Building By-law 8057/23](#))

Class of Permit	Fee Payable
Building Permit	See Part B
Demolition Permit	\$33.00 for each 100m ² of gross floor area minimum \$180.00
Conditional Permit	10% of application permit fee to a maximum of \$5,280.00 in addition to applicable fee
Change of Use Permit	345.00
Authority to Occupy Permit	427.00
Alternative Solution	504.50/hour (4 hour minimum)
Resubmission of Incomplete Application	25% of application fee
Revision to permit (houses)	180.00
Revision to permit (all other building types)	15% of applicable permit fee to a maximum of \$3,454.00
Transfer of permit	180.00
House Models – Re-examination (required by Code Changes) Reconfiguration of interior does not qualify	600.00 plus the fee prescribed in Part B as a result of any additional area 10% of applicable permit fee to a maximum of \$1,553.00
House Models Certification	8.60/m ² of gross floor area
House Models Re-certification (minor change)	546.00
Reactivation of Dormant File	180.00
Building Permit Surcharge	Prescribed in Part B
Additional Inspection	490.00

Building Permit Application Fees – Part B ([Building By-law 8057/23](#))

Building Type	Fee Payable
Minimum Building Permit Fee	\$180.00
Assembly Occupancies “A” Classification (BPA1)	33.88 per m ² of gross floor area
Care and Detention Occupancies “B” Classification (BPB1)	38.75 per m ² of gross floor area
Residential Occupancies “C” Classification (BPC1) - Apartment buildings, hotels, motels, detached, semi-detached and townhouse dwellings, and other residential occupancies 1 to 20 Storeys 21 to 40 Storeys - Plus 41 Storeys	20.12 per m ² of gross floor area 21.82 per m ² of gross floor area 23.58 per m ² of gross floor area
Business & Personal Services Occupancies “D” Classification (BPD1) - Single storey buildings * - Multi storey buildings **	*21.38 per m ² of floor area or part thereof **26.50 per m ² of floor area or part thereof
Mercantile Occupancies “E” Classification (BPE1) - Single storey buildings * - Multi storey buildings **	*21.38 per m ² of floor area or part thereof **26.50 per m ² of floor area or part thereof
Industrial Occupancies “F” Classification - Unserviced storage buildings, unfinished basements ^ - Parking garages and other industrial buildings ^^	^8.75 per m ² of floor area or part thereof ^^15.88 per m ² of floor area or part thereof
Low Human Occupancies “G” Classification	8.19 per m ² of gross floor area or part thereof

Alterations, Repairs and Other Structures	Fee Payable
Interior Partitioning and Finishing (including new tenant fit-ups, apartments in houses, and finished basements)	\$7.37 per m ² of gross floor area
Minor Residential Structures and Alterations , including • Decks, gazebos, trellis, pergola, pool equipment shed, cabanas (each) • Loadbearing wall removal, basement walkout (each) • Fireplace, wood stove (each) • Garage, carport, storage shed (each) • Water and sewer connection (each) • Other similar minor projects associated with a residential use (each)	180.00
Temporary Sales Centres (max. 2 years)	2,021.00
Minor Non-Residential Structures , including • School portables (each) • Decks, gazebos, sheds, trellis/sunshades (each) • Temporary prefabricated trailers (each) • Tents or garden centres (each) • Other similar minor structures associated with a non-residential use	\$490.55
Alterations, Building and Designated Structures not provided above	17.10 for each \$1,000.00 of construction value
Solar Collector for All Buildings	305.20 flat fee
Wind Turbines	305.20 flat fee
Performance Deposit (new and semi-detached, towns, row, stacked dwelling units, and additions larger than 60 m ² in gross floor area)	2,379.00
Performance Deposit (additions, sheds, garages larger than 60m ² , secondary suites, finished basements and basement walk ups)	1,000.00
Mag Locks (per building fee – allows for multiple devices to be installed)	354.50 flat fee
Fire Alarm Installation/Replacement (stand alone) • include devices, panel and associated components	411.00
Fire Suppression System (when submitted separately from parent document – stand alone permit) • include sprinklers, kitchen systems, and specialized systems	411.00

Notes

Building permit fees are required to meet the City costs to administer and enforce the *Building Code Act*. Building permit fee amounts will not exceed the anticipated reasonable City costs to administer and enforce the Act following implementation of the changes in this schedule. GFA: represents Gross Floor Area.

Sign Permit Fees

Description	Fee Payable
Ground Sign	\$695.00
Wall Sign	695.00
Development Sign	695.00
Billboard Permit	695.00
Additional fee for any sign installed prior to permit issuance	695.00
Revision Fee	201.00
Sign Variance – ground sign, wall sign or development sign	786.00

Miscellaneous Fees

Description	Fee Payable
Lawyer Compliance Letter	
• Building Code and Zoning Matters	\$206.00
• Legal Matters	206.00
• Site Plan Control Matters	206.00
Recovery of costs for Clandestine Investigations	3,069.00 + HST per investigation (minimum)
Administrative Fee for Processing Clandestine Investigations	640.00
Request for Building and/or Planning Records (minor search – survey or single page item)	26.00 + HST
Request for Building and/or Planning Records (extensive search, multiple pages)	58.00 + HST
After Hours Inspections	257.00/hour (4 hour minimum)
Licence/Zoning Compliance Letter	206.00

Description	Fee Payable
Records Management Fee - Houses (all forms) and other minor residential alterations - All other permit applications	13.35 3% to a maximum of \$311.00 (\$13.35 minimum)
Daycare Compliance Letter	586.00
AGCO Compliance Letter	180.00
Complaint driven inspection after 2 nd site visit for the same matter or closely related as verified by City staff	180.00

Building Permit Surcharge (minimum permit fee applies)

Description	Fee Payable
Group "C" (Residential), Part 9	
Footings/Foundations Commenced	50% of fee
Framing Commenced	60% of fee
Framing Substantially Complete	75% of fee
Building Envelope is Substantially Complete	95% of fee
Any other work requiring the issuance of a building permit (i.e., HVAC, plumbing, site works etc.) not within the scope of Group "C" (Residential), Part 9 - If 25% of the scope of work substantially completed - If 50% of the scope of work substantially completed - If 75% of the scope of work substantially completed - If 95% of the scope of work substantially completed - Demolition or partial demolition has commenced	50% of fee 60% of fee 75% of fee 95% of fee 100% of fee

Notes

1. Charged only if no other planning applications or reports are being processed by Council.
2. Applications for severance (creation of new lots), Oak Ridges Moraine applications, minor additions to existing bldgs. (up to 20% of the current gross floor area) and inclusion of related uses.
3. An application for an amendment that is more significant in scale and scope than a minor zoning amendment, and which may have greater impact beyond the subject lands, as determined by the Director, City Development or designate. Major applications must meet one or more of the following conditions:
 - an application relating to more than one property
 - a site specific application, if considered to represent a large scale redevelopment
 - any change in use and/or zone category, except as identified under a minor amendment
 - an application involving significant changes to the development standards or general provisions of the by-law
 - an application which requires major technical studies and extensive consultation
4. Applies to blocks intended to be developed for commercial, industrial, and institutional uses (including school blocks).
5. Excludes lands to be conveyed for roads, parkland, natural hazards, and stormwater or other public infrastructure.
6. An application for minor or small scale zoning amendment having no significant impact on adjoining lands, as determined by the Director, City Development or designate. Minor applications must be site specific and meet one or more of the following conditions:
 - request for additional permitted use, within an existing building with no significant impact on existing development standards
 - changes in development standards or zone to accommodate a residential severance to create one additional lot
 - application for Temporary Use
7. Application fees include two resubmissions before re-circulation fees apply. Recirculation fees will be charged for the fourth submission and every submission thereafter.
8. A major Minister's Zoning Order application is where the proposed use or standards do not comply with the City's zoning by-law and a Report to Council is required.
9. A minor Minister's Zoning Order application is where the proposed use or standards comply with the City's zoning by-law.
10. An application that is more significant in scale and scope than a minor amendment and which may have greater impact or policy implications beyond the subject lands, as determined by the Director, City Development or designate. Major applications must meet one or more of the following conditions:
 - an application which requires major technical studies and extensive consultation
 - an application relating to more than one property

- a site specific application if considered to represent large scale redevelopment or significant change to the designations and permitted uses
 - an application involving significant changes to the policies of the Official Plan
11. An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands, as determined by the Director, City Development or designate.
 12. Zoning review and comments are not included in the Site Plan Application Fee. Preliminary Zoning Review must be paid separately.
 13. Minor revisions to approved Site Plans include, but are not limited to:
 - accessory structures
 - façade changes
 - minor parking lot expansions (not to exceed 25% of the existing parking supply)
 - development of detached dwellings and accessory structures on the Oak Ridges Moraine
 - garden centres
 - restaurant patios
 - additions to existing buildings not exceeding, the lesser of, 1,000 square metres and 25% of the existing gross floor area
 14. Fee applies to planning applications that have been inactive over 1 year.
 15. Applications include Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivision, Draft Plan of Condominium, and Site Plan Applications.
 16. Also subject to deduction of credit card fee if paid by credit card.
 17. Fee applies to a maximum unit count of 400.
 18. For mixed-use development, the fee for non-residential uses shall also apply.